

Ad Hoc DPW Planning Committee  
Meeting Minutes  
Draft

Date: Tuesday, February 11, 2010

Time: 7:00 p.m.

Place: Millennium, Conference Room B

Participants: Mark Kost, Bob Price, Hugh Maguire, Chip Barrett, Kelly Ross, John Mangiaratti, John Cunningham, Angus Jennings, Val Wormell, Arthur Benoit

CTO: 7:10 p.m.

The committee reviewed the policies drafted by Wormell.

Policy 1. Price asked if everything is quantifiable? Wormell responded that probably not but Town Meeting asked for numbers. Barrett commented, evaluation is up to each community and there are no industry standards.

Policy 2. Benoit made suggestions to improve the language of policy 2. Market basket comparisons should be the last test, to determine if the Town is outside the norm. Jennings asked how Town Meeting wanted to see the data? Committee members responded with examples of past use. Ross said the policy was consistent with Long Range Fiscal Policy.

Policy 3. The committee discussed assigning responsibility to the Town Manager for resource sharing. It was suggested that the best decision-makers would be those closest to the day-to-day operation. The policy was amended to assign responsibility to the Department Heads, with oversight by the Town Manager and School Superintendent.

Policy 4. Maguire questioned whether or not the word creation should remain in the policy. He felt the creation of a Public Works Commission should be considered. The committee discussed the suggestion and decided to leave the policy as written, with the understanding that a new commission would not be formed during the Public Works evaluation period.

Policy 5. No changes.

Policy 6. Wormell said the role of the Capital Planning Committee was not to set maintenance standards for facilities but to allocate capital funds for maintenance. She felt the Department Heads should set maintenance standards based on purpose and use. The policy was amended.

Policy 7. The committee discussed the purpose of policy 7, establishment of performance standards. The committee questioned why the Town Manager would be

responsible for setting departmental performance standards. After lengthy discussion, agreement could not be reached. Wormell volunteered to following up with George Murray. Murray had suggested the original policy and would be asked to explain the meaning and suggest amendments.

Policy 8. Benoit and Price agreed that the language was harsh and did not promote trust. Jennings suggested alternate language and the committee agreed.

Wormell to make the changes and asked for volunteers to present the policies to the Board of Selectmen, (BoS). BoS approval would be sought so that the project could proceed following the policies at their February 23<sup>rd</sup> meeting. In his absence, the committee volunteered Murray. Wormell to follow up.

Kost asked if the committee would like to hear the findings. He suggested a dry run of the presentation and said that it would be about 95% complete late next week. The committee agreed. Wormell asked that they participate in critiquing the presentation prior to the All Boards presentation. Wormell to make arrangements.

*Respectfully submitted by V. Wormell*